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NATIONAL APPRENTICESHIP POLICY OF THE NATIONAL AUTOMOBILE DEALERS ASSOCIATION AND THE AUTOMOTIVE TRADE ASSOCIATION MANAGERS.

MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C.

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THE APPRENTICESHIP STANDARDS IN THIS BULLETIN ARE INTENDED FOR USE AS A GUIDE FOR THE PARTICIPATING AUTOMOBILE DEALERS AND FOR THE APPRENTICE CANDIDATES IN ESTABLISHING MUTUALLY EQUITABLE FINANCIAL, EMPLOYMENT, TRAINING, AND PERSONAL GOALS. SOME OF THE 37 TOPICS PRESENTED INCLUDE--(1) QUALIFICATIONS FOR APPRENTICESHIP, (2) TERM OF APPRENTICESHIP, (3) SELECTION PROCEDURE, (4) APPRENTICE WAGES, (5) APPRENTICE AGREEMENT, (6) PROBATIONARY PERIOD, (7) PERIODIC EXAMINATION, (8) APPRENTICE HOURS, AND (9) WORK EXPERIENCE. PROGRAMS OF SPECIALIZATION ARE OUTLINED FOR AUTO (PASSENGER), HEAVY-DUTY TRUCK, BODY REPAIR, AND BODY PAINTER MECHANICS. SAMPLE FORMS AND RECORDS, AND A DIRECTORY OF REGIONAL AND STATE APPRENTICESHIP AGENCIES ARE INCLUDED. (HC)

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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STANDARDS of APPRENTICESHIP

Recommended by the
NATIONAL AUTOMOBILE DEALERS ASSOCIATION and
the AUTOMOTIVE TRADE ASSOCIATION MANAGERS for

AUTOMOBILE MECHANICS

(Automobiles, Trucks, Tractors and Other Vehicular Equipment)

VT003650

U.S. DEPARTMENT OF LABOR · W. Willard Wirtz, Secretary
MANPOWER ADMINISTRATION
Bureau of Apprenticeship and Training

1966

Certificate of Registration

NATIONAL APPRENTICESHIP POLICY OF THE NATIONAL AUTOMOBILE DEALERS ASSOCIATION AND THE AUTOMOTIVE TRADE ASSOCIATION MANAGERS

Washington, D. C.

for the trade classifications of AUTOMOBILE MECHANIC (Passenger), HEAVY-DUTY MECHANIC (Truck), AUTOMOBILE-BODY MECHANIC and AUTOMOBILE-BODY PAINTER

Issued in recognition of the above apprenticeship system, registered as part of the National Apprenticeship Program, in accordance with the standards recommended by the

FEDERAL COMMITTEE ON APPRENTICESHIP

July 27, 1965
Date Rev. 11/30/65

Registry No. 84352

W. Willard Wirtz
Secretary of Labor

Hugh C. Murphy
Administrator, Bureau of Apprenticeship and Training

NATIONAL APPRENTICESHIP POLICY of the NATIONAL AUTOMOBILE DEALERS ASSOCIATION and the AUTOMOTIVE TRADE ASSOCIATION MANAGERS

Prepared and approved by the National Automobile Dealers Association and the Automotive Trade Association Managers, in accordance with the recommended standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor

U.S. DEPARTMENT OF LABOR · W. Willard Wirtz, Secretary

MANPOWER ADMINISTRATION

Bureau of Apprenticeship and Training

U.S. DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING
WASHINGTON, D.C. 20210

November 30, 1965

Mr. Peter Val Preda, President
National Automobile Dealers Association

Mr. Gilbert L. Haley, President
Automotive Trade Association Managers

Dear Messrs. Val Preda and Haley:

I am happy to inform you that your industry's national apprenticeship policy has been accepted for registration with the U.S. Department of Labor.

The efforts of your associations in co-sponsoring this national policy to systemize automotive mechanic training will be of benefit to your dealers and their customers. Properly applied these recommended guidelines for establishing local programs of apprenticeship should help increase the number of skilled mechanics to meet your industry's needs.

I commend both the National Automobile Dealers Association and the Automotive Trade Association Managers in utilizing the proven approach of apprenticeship to train craftsmen.

The staff of the Bureau of Apprenticeship and Training and its cooperating State apprenticeship agencies is available at any time to advise and assist you and your local dealers in matters of apprenticeship and training.

Sincerely yours,

Hugh C. Murphy

Hugh C. Murphy
Administrator

National Automobile Dealers Association

2000 K STREET, N. W. · WASHINGTON, D. C. 20006

PETER VAL PREDA | President

December 20, 1965

TO: Members of the National Automobile Dealers Association
Automotive Trade Association Managers

Our National Automobile Dealers Association is concerning itself with the ever increasing problem of training adequate personnel to keep pace with the demands for skilled mechanics.

At the annual convention in January of 1965, I appointed a committee to study the feasibility of a training program at the national level.

It is a real source of pleasure for me to announce that on July 27, 1965, as the first step, this set of training standards was registered with the United States Department of Labor.

It can be the beginning of the first standardization of training procedures to help dealers everywhere.

It can be the beginning of the first recognition of our skilled artisans' ability.

It can be the continuing source of uniformly trained personnel who will, in their skilled capacity, serve the best interests of our customers.

This is a challenge to provide an opportunity for thousands of young people to become competent, qualified workmen with an increasingly brighter economic future.

Finally, a dealer's franchise depends on his ability to service, efficiently and economically, what he sells.

Sincerely,

Peter Val Preda

Automotive Trade Association Managers

OFFICE OF THE PRESIDENT · 818 TOWNSEND STREET · LANSING, MICHIGAN 48903

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New York State Automobile
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ALBANY, NEW YORK

November 10, 1965

TO: AUTOMOTIVE TRADE ASSOCIATION MANAGERS

Dear Fellow Manager:

Shortly, under separate cover, you will receive the Standards for Mechanics' Training, as endorsed by National Automobile Dealers Association, Automotive Trade Association Managers, and accepted by the United States Department of Labor.

These Standards will tell how a local apprentice program can be organized and administered. Even more important, the Standards for Mechanics' Training will insure that our industry, for the first time, is developing the same qualifications, skill requirements and curriculum everywhere in the United States.

If you are interested in mechanic training for your dealers, under any auspices whatsoever, then becoming familiar with the Standards is a good objective. Thereupon plans for the actual hiring of apprentices can be made.

We are pleased to share with you an opportunity not only to serve our industry, but help provide a practical approach to the training of young people for a brighter more prosperous future.

The fact that the government is providing funds in the public interest reflects its confidence in our associations.

We can justify this confidence by backing local programs wherever possible.

Sincerely,

Gilbert L. Haley

Gilbert L. Haley, President
AUTOMOTIVE TRADE
ASSOCIATION MANAGERS

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FOREWORD

Increased automotive production and sales throughout the United States have created an unprecedented demand for highly skilled service personnel capable of providing quality automotive service in minimal time and at competitive rates. Indeed, it is estimated that over 50,000 trained mechanics will be required every year for the next 10 years.

Recognizing that one major source of future skilled automotive manpower is in the training of the unskilled, the National Automobile Dealers Association and the Automotive Trade Association Managers, together with the Bureau of Apprenticeship and Training, U.S. Department of Labor, have developed this set of Standards of Apprenticeship for dealer members.

The Standards set forth in the following pages are intended for use as a guide to the participating dealer, and to the apprentice candidate for employment, in establishing mutually equitable financial, employment, training, and personal goals.

NATIONAL APPRENTICESHIP POLICY OF THE NATIONAL AUTOMOBILE DEALERS ASSOCIATION AND THE AUTOMOTIVE TRADE ASSOCIATION MANAGERS

1. ADMINISTRATION AND DUTIES OF THE COMMITTEES

A. The national, State or local apprenticeship committee shall be made up of representatives of the National Automobile Dealers Association and the Automotive Trade Association Managers. The members of the respective committees shall be appointed for a period of 1 year, subject to reappointment at the end of that time. A representative of the Bureau of Apprenticeship and Training, U.S. Department of Labor and/or State Apprenticeship Council, if one exists in the State, may be requested to serve as *consultant* to these committees.

B. State Committee-Administrative. In reference to The Automotive Trade Association Managers, the adjective STATE also implies major marketing areas such as Cleveland, Miami, Youngstown, etc. The State committee consists of the Automotive Trade Association Manager and dealer designees as the manager shall see fit, insofar as geographic requirements are concerned. An Automotive Trade Association Manager is a professional executive and in the majority has a formal association background. This manager is a full-time employee of the dealers within his "State". The dealer in this instance is the employer sponsor.

C. Local Committee. The local committee shall be made up of dealers (sponsors) in the immediate locale of requirement.

D. The committees shall elect a chairman and secretary.

E. The committees shall determine the time and place of regular meetings, the chairman shall have the authority to call special meetings when such action is deemed necessary.

F. The chairman and secretary shall have the power to vote on all matters coming before the committee.

G. The committee shall establish such additional rules and regulations governing its administrative procedures as are required.

H. Duties of the Committee at the "State" or "local level."

(1) To assist the employer in determining the need for apprentices.

(2) To establish minimum qualifications of persons applying for apprenticeship.

(3) To approve apprenticeship agreements between the employer and the apprentices and to register such apprentices with the appropriate registration agency.

(4) To hear and adjust all complaints of violation of apprenticeship agreements.

(5) To determine the type and quantity of work experience on-the-job which the apprentice must have, and to be responsible for his obtaining this work experience.

(6) To maintain a record of each apprentice, showing his related technical instruction, work experience and progress in learning the trade.

(7) To conduct periodic examinations of each apprentice's progress and upon that basis to determine his eligibility to continue his apprenticeship to its completion.

(8) To notify the registration agency of all terminations or cancellations of apprenticeship agreements.

(9) To recommend to the registration agency when apprentices have completed their apprenticeship, and to affix their signatures to the Certificate of Completion of Apprenticeship.

(10) In general, to be responsible for the successful operation of these standards by performing the duties as outlined above, and by cooperating with public and private agencies that can be of assistance in the promotion and maintenance of sound apprenticeship.

I. The duties of the representatives of the Bureau of Apprenticeship and Training and State apprenticeship councils at either the State or local level, shall be to serve as consultants to the committees. It is recommended that State and local committees avail themselves of these consultants for advice and assistance in the establishment and operation of local programs. (See directory listings of regional offices of the Bureau of Apprenticeship and Training and State apprenticeship agencies on pp. 48–50.)

2. EMPLOYER

The term "employer," as hereinafter used, shall mean any individual, partnership, trust, firm, or corporation engaged in the business of new motor vehicle retailing under a franchise currently in force with the manufacturer or distributor of the vehicle handled and who is a member in good standing of both his State Automotive Trade Association [1] and the National Automobile Dealers Association.

A knowledgeable employer is one who not only takes inventory of stock, parts, and materials, but also his most valuable resource—EMPLOYEES—an EMPLOYEE INVENTORY based on a process of determining facts about the productive workers—their potential

[1] State Automotive Trade Association also implies greater marketing areas, i.e. Chicago Automotive Trade Association, etc.

skills and abilities—how long they can be expected to stay before retirement and many other factors.

What an employer should know—

- Employees have undeveloped capacities.
- Ways can be found to develop and use these capacities which will pay productive dividends.
- How the rate of retirements and other losses often exceeds supply of trained replacements.
- How to keep pace with product complexity and future needs for highly skilled technicians. What will be the competitive position for "hiring from the outside?"
- An awareness that adoption of technological improvements could be delayed if trained workers are not ready.
- An underlying awareness of the necessity for providing the most skilled and reasonable service possible and this, in *the best interest of the American motoring public.*

In short, BEFORE SUBSCRIBING AN EMPLOYER SHOULD KNOW THE QUANTITY, QUALITY AND CAPABILITIES OF ALL HIS PERSONNEL . . . .

IT'S JUST GOOD BUSINESS!

3. DEFINITION OF AN APPRENTICE

An apprentice shall mean a person at least 18 years of age[2] who has agreed to work at and learn the trade of automotive mechanic in accordance with the following standards, and who is covered by a written agreement with the employer, that has been approved by the committee and registered with the registration agency.

Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the staff of the State apprenticeship agency or of the Bureau of Apprenticeship and Training.

4. REGISTRATION AGENCY

The term "registration agency", as used herein, shall mean a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor, or, if no such recognized agency exists in the State, it shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor.

Local application of these national standards in States having recognized State apprenticeship councils may require adaptation to meet the standards of apprenticeship in such States. The staff of the Bureau of Apprenticeship and Training and State apprenticeship agencies are available to advise on such standards.

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[2] Unless State law or local ordinance permits operation of a vehicle for compensation at a younger age. Under no circumstances will an apprentice be employed who is under 16 years of age.

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5. QUALIFICATIONS FOR APPRENTICESHIP

Applicants for apprenticeship must be at least 18 years of age (unless State law or local ordinance permits operation of a vehicle for compensation at a younger age) and possess the ability and aptitude to master the rudiments of the trade. This would include mechanical aptitude and ability; good health; finger dexterity; keen hearing; high degree of reliability; and manners. Also, he must have sufficient education to satisfactorily complete the required hours of related technical instruction, be physically able to perform the work of the trade, and meet such other entrance qualifications as may be established.

All applicants will be required to substantiate good health by submitting a medical certificate.

6. CREDIT FOR PREVIOUS EXPERIENCE

An apprentice with previous automotive or allied experience or unusual aptitude may complete any work period ahead of schedule. By utilizing a SELF-PACING ON-THE-JOB TRAINING RECORD (p. 17), the apprentice is afforded an opportunity to *prove* any claims made for previous experience. Once proven, the total credits for individual work periods reduce the length of term, thus giving the apprentice due consideration for performance.

With every reduction in length of term a proportionate increase in wage rate is automatically extended. Under no circumstances will any reduction in term be taken off the beginning of any course. All reductions in term will be taken from the end of said course. The self-pacing courses, in which slow learners can learn just as thoroughly as fast learners, puts apprentices completely on their own and extends satisfactory incentive bonus for achievements in time and quality.

Mechanics are usually required to have their own hand tools. A beginning apprentice may be expected to accumulate about $100 worth of tools, the rate of acquisition to be recommended by the local apprenticeship committee. Power and specialized tools will be furnished by the dealer.

7. EMPLOYER QUALIFICATIONS

All employers of apprentices must satisfy the local apprenticeship committee that they can properly train apprentices and that they meet the following qualifications:

(a) Are members in good standing of the State and National Association.

(b) Are financially responsible.

(c) Have the necessary facilities and tools to assure effective training.

(d) Employ one or more journeymen automotive mechanics steadily.

8. TERM OF APPRENTICESHIP

The term of apprenticeship shall be 3 years (approximately 6,000 hours), consisting of six 26-week periods of reasonably continuous employment during such term, including a 15-week orientation-probationary period, and the required hours of related technical instruction.

9. SELECTION OF APPRENTICES

Selection of apprentices shall be made from qualified applicants on the basis of qualifications alone, and without regard to race, creed, color, national origin, or occupationally irrevelant physical handicaps in accordance with objective standards which permit review, after full and fair opportunity for application, and the program shall be operated on a completely nondiscriminatory basis.

Local apprenticeship committees shall establish selection procedures for applicants interested in an automotive mechanic apprenticeship. The application form, past school records, aptitude tests, interviews and proper interviewing techniques shall be considered essential items in the selection process, and, properly used, should provide some degree of assurance that the applicant possesses the qualities necessary for success in the trade.

The facilities and assistance of State employment services, and local vocational schools are generally available upon request.

10. SELECTION PROCEDURE

(1) Applicants must be of employable age, as described in item 3, page 3, and may come from several sources, such as the State Employment service, public schools, trade and technical schools, and by direct application and referral. Other sources include such Government programs as developed under Manpower Development and Training Act of 1962 and the Economic Opportunity Act of 1964.

(2) The State employment service, local high schools, etc., shall be informed when applications for apprenticeship are being accepted, and their cooperation requested in referring suitable applicants to the local or State apprenticeship training committee.

(3) All applicants will be referred to the State employment service for aptitude testing. Those passing shall be scheduled for an interview with the local or State apprenticeship committee. Following the interview, the applicant will be evaluated and rated in accordance with the "Apprentice Applicant Evaluation" form on page 5. The selection of qualified applicants for apprenticeship shall be made in descending order of qualifications (rating), from the highest on down. All records of the selection process, including applications and the interviews, shall be retained by the committee for at least 2 years.

11. APPRENTICE APPLICANT EVALUATION
(minimum passing grade 70%)

	Totals Possible	Actual
1. EDUCATION (24)		
A. High school graduate or certificate of equivalency (Transcript of high school credits)	(12)	
B. Mathematics—Other applicable subjects	(6)	
C. Shop training mechanical	(6)	
2. WORK EXPERIENCE OR TRAINING (24)		
A. In the same trade	(12)	
B. Related to the trade	(8)	
C. Quality of experience	(4)	
3. TESTING (28)		
A. Reading aptitude	(12)	
B. Mechanical aptitude	(10)	
C. Interest—Attitude	(6)	
4. INTERVIEW (24)		
A. Physical health (medical certificate)	(5)	
B. Appearance—Neatness	(4)	
C. Character references—Habits	(15)	
Total points	100	

Interviewed by the Apprenticeship Training Committee:
By _____ Date _____
Remarks _____

These results to be kept on file for a period of 2 years.

12. RELATED INSTRUCTION

The apprentice is required to complete a minimum of 144 hours of related instruction per year. Related instruction is defined as classroom instruction and/or the study of books, manuals, or other prepared instructional material. It can be self-taught, or guided by an instructor. The materials offered by accredited correspondence schools are recommended for self-study purposes. The service manager will designate 4 hours per week at times convenient to the local situation for the apprentice to study related instruction. A quiet place will be provided; or if there is no suitable place on the premises the apprentice may be excused an hour early for library or home study.

Material will be provided without cost to the apprentice. It will begin with theory and principles of internal combustion. Thereafter,

in logical sequence, product [3] booklets and manuals will be used. During the last year, these will include foremanship, customer relations and workshop management. Apprentices will be paid regular rates for time spent in related instruction *during regular working hours.*

The apprentice will attend training sessions conducted for other shop personnel, and such sessions will be counted as related instruction. If automotive classes in the vocational school are open to the apprentice, and are judged beneficial by the service manager, they may be substituted for the product material up to a total of one-half of the entire time to be spent in the effort. If the related instruction is conducted in any manner after regular working hours, it *will not* be classed as hours of work and the apprentice will not be paid for such time.

After completion of the first 6 months, the apprentice may be sent to courses conducted in product schools [4] upon recommendation of the service manager and approval of the dealer or general manager. Such attendance will be counted as related instruction. During these periods the apprentice's regular wage will be paid, plus whatever living and travel expenses are allowed.

13. APPRENTICE WAGES

Apprentices shall be paid on the following ratio in ascending order:

	Weeks	Percent of Journeyman's rate
3d year	26	90
	26	80
2d year	26	70
	26	60
1st year	26	55
$\frac{11}{15}$ }	26	50

1st 15 weeks: Probationary

[3] A "product booklet," "product material," or "product manual" means material published by manufacturers under their brand name.

[4] A "product school" means any school conducted by manufacturers under their brand names.

1st 15 weeks: Probationary

On completion, the apprentice will receive a journeyman rate equal to the average starting rate paid by the employer to his journeymen mechanics. Further, these rates will be considered as minimum rates of pay.

During the first 15 weeks, apprentices may be eligible for training allowances under Government assistance programs. In such cases, the allowances will be in lieu of wages for the first 15 weeks only.

If the apprentice is not eligible for an allowance, or this type of financial assistance *has not been requested* by a local committee, the above listed regular percentage shall apply in determining the wage paid by the dealer. The only exceptions to the above wage progression will occur in organized shops where the owner is contractually obliged to pay a different scale or figure.

14. MAINTENANCE OF JOURNEYMAN'S WAGES

When an apprentice is assigned to a mechanic who is on the incentive pay plan, the mechanic cannot be allowed to suffer a reduction in earnings because he is training the apprentice. By all means, the mechanic shall instruct the apprentice fully. If, in so doing, additional time is consumed while on a flat rate basis, the mechanic will be reimbursed at the end of the week, by authorization of the service manager, the same amount the mechanic had averaged for the preceding 3 weeks.

15. NUMBER OF APPRENTICES TO BE EMPLOYED

The number of apprentices to be employed shall be one to the shop and one to every five journeymen thereafter. If qualified mechanics are not available, the number of apprentices may be increased with concurrence of the registration agency. In no case, will there be more apprentices employed than can be thoroughly trained in all phases of the trade involved.

16. APPRENTICESHIP AGREEMENT

All apprentices shall be covered by written apprenticeship agreement, between the apprentice and the employer, approved by the committee and registered with the registration agency. Each agreement entered into under these standards shall contain a provision making the terms and conditions of the standards a part thereof. For this reason, the apprentice, his parent or guardian and the employer shall be given the opportunity to read the standards.

17. PROBATIONARY PERIOD

Apprentices employed under these standards shall be subject to a probationary period of 15 weeks of reasonably continuous employment. During the probationary period, the termination or cancella-

tion of the apprenticeship agreement may be made at the request of either party to the agreement. After the probationary period, the agreement may be cancelled after adequate cause has been determined. The registration agency shall be advised of all cancellations of agreements.

18. PERIODIC EXAMINATION

An examination of apprentices shall be given before each period of advancement and at such other times as may be determined. (See p. 17, Self-Pacing On-The-Job-Training record.) In these examinations, consideration shall be given to related technical instruction attendance and progress, and to daily employment records of the apprentice. In cases of failure on the part of the apprentice to fulfill his obligations as to related technical instruction attendance, or grades, diligence or application to his work, or shop conduct, his agreement may be suspended or revoked.

In case of revocation or suspension of the apprenticeship agreement, the registration agency shall be notified.

19. APPRENTICE HOURS

The hours of work for apprentices shall be the same as those for journeymen in the trade covered by these standards and in conformity with State or Federal laws.

No apprentice shall be allowed to work if it interferes with his attendance at related technical instruction classes, etc. Apprentices absent from the service of the employer through their own fault, shall make up all such time lost before being advanced to the next period of apprenticeship.

20. WORK EXPERIENCE

First 15 weeks (Orientation-Probationary)—All apprentices.

Wash Rack—Vacuum interior, remove discolorations, application of wax and silicone finishes, cleaning engine with steam and solvents, jockeying cars, and learning general shop routine.

Lubrication Bay—Chassis nomenclature and lube points; checking under car for wear or looseness; checking oil levels—crankcase, transmission and differential (add or change as required) fluid levels—battery, radiator, brake, steering; tires—mount, cross, remove and repair, proper inflation, inspect for wear especially front; and undercoating application.

New Car Get-Ready—Inspection and adjustment of new car (with instructor—journeyman); check lube points, run manufacturer check list. Tighten cylinderhead bolts, check battery and instruments, check carburetor linkage (instructor—journeyman). Check all accessories, lights, brakes; double check and ride with journeyman and road test; washing, clean and polish.

Observe auto mechanic (passenger).
Observe truck heavy-duty mechanic.
Observe body repair mechanic.
Observe body painter mechanic.
Observe shop foreman.
Observe service writer.
Observe general service manager.
Observe parts manager.

WHILE THIS AND FOLLOWING SEQUENCES ARE DESIRABLE, FLOW OF WORK AND SHOP CONDITIONS MAY DICTATE SOME VARIATIONS.

21. 135 WEEK SPECIALIZATION

AUTO MECHANIC (PASSENGER)

A. Light Repair

Carburetion, fuel systems, injectors, troubleshooting, and tuneup. Generator and regulator, distributor, and spark plugs. Instruments, gages, controls, radio, new car checkout. Windshield wipers, solenoids, starter, headlights, fuses, accessory motors.

B. Engines

Valves, timing gears and chains, piston rings, crankshaft bearings, cylinder reconditioning, connecting rods, camshafts, cooling system.

C. Drive Lines

Transmission—Clutches, automatic transmissions, overdrives, drive shafts, differentials, rear axles, universal joints.

D. Alinements

Wheel alinement, "A" frames, steering units, front end systems, shock absorbers, springs, shackles alinement.

E. Brakes

Relining, repair hydraulic systems, power assist, disk, cooling, turning brake drums.

F. Exhaust Systems

Mufflers, tailpipes, dampening, afterburners.

G. Air Conditioning

Compressor, charging, H.P. servo lines, cooling, controls and solenoids.

H. Light Truck Repair (up to 10,000 G.V.W.)

Engines, transmissions, axles, brakes, auxiliaries.

I. Body Adjustments

Alinement and sheet metal—Replacement of upholstery and trim. Remove and replace glass.

J. Body Maintenance

Cleaning surface, compounding, touchup, characteristics of lacquers, enamels, synthetics, prime coating, etc.

22. HEAVY-DUTY TRUCK MECHANIC (TRUCK REPAIR OVER 10,000 LBS. G.V.W.)

A. Light Repair

Carburetion, fuel system, injectors, troubleshooting, and tuneup. Generator, alternator, and regulator. Distributor and spark plugs. Instruments, gages, controls, radio, new car checkout. Windshield wipers, solenoids, starter, headlights, fuses, accessory motors.

B. Engines

Valves, timing gears and chains, piston rings, crankshaft bearings, cylinder reconditioning, connecting rods, camshafts, cooling system.

C. Drive Line

Transmission—clutches, automatic transmissions, overdrives, drive shafts, differentials, rear axles, universal joints, valve and servo bodies, hydraulics.

D. Alinements

Wheel alinement. "A" frames, steering units, front end systems, shock absorbers, springs, shackles, tire wear and wheel balancing.

E. Brakes

Relining, repair hydraulic systems, power assist, cooling, disc, turning brake drums, etc.

F. Exhaust Systems

Mufflers, tailpipes, dampening, after burners.

G. Air Conditioning

Compressor, charging, H.P. servo lines, cooling, controls, solenoids.

H. Auxiliaries (over 10,000 lbs. G.V.W.)

Two-speed axles, power takeoff, hydraulic lifts, air or vacuum brakes, valve and servo hydraulics, etc.

23. BODY REPAIR MECHANIC

A. Body Repair and Alinement

Remove and replace sheet metal, upholstery, trim, glass, and power assists.

B. Bumping and Straightening

Bumping out panels, doors, fenders, etc., use of backing tools, hammers, jacks, etc.

C. Heat and Fill Application

Acetylene gas torch and electric welding equipment. Solder fill, grind, and sand.

D. Surface Restoration.

Restoring dented, crumpled, stretched, or warped surfaces. Working with plastics.

E. Glass

Remove and replace glass, cut and grind as required. Heat cut glass, channel replacement.

F. Doors

Repair locks, window regulators, hangers, hinge stops, power assists, wind lace, weather stripping.

G. Interior

Interior upholstery and hardware, insulating material, kick panels, dash remove and replace. Seat remove and replace, power seat controls.

24. **BODY PAINTER MECHANIC**

A. Body Paint Surface

Preparing surface and masking.

B. Spray Gun

Operation of regulator and water separation, care of spray gun and nozzle.

C. Spray Application

Spraying of sheet metal. Avoiding runs, "orange peel", overspray, etc.

D. Matching

Matching colors, spot spraying and blending.

E. Paints

Characteristics of lacquers, enamels, synthetics.

F. Decaling

Replace decals, brushwork and striping.

G. Synthetics

Handling plastics, resins, catalysts, plastic panels, patching and bonding.

25. **SUPERVISION OF APPRENTICES**

The employer may designate a particular person, to be known as the "supervisor of apprentices", to be responsible for the training of apprentices. It will be his responsibility to see that the apprentice is

given the necessary experience on all phases of the trade, also rotating him and assigning him to different technicians from time to time as the flow of work permits. The supervisor of apprentices will send apprentices to available product schools and record same on record forms adopted and provided for this purpose.

26. APPRENTICE IDENTIFICATION CARD

National Automobile Dealers Association
Apprentice's Identification Card

_____
(Date)

_____
(Trade)

Date _____ Date _____

Date _____ Date _____
(Endorsements)

_____
(Name of apprentice)

_____
(Address) (City) (State)

Social Security Number_____

Registration Number_____

Issued By_____
(Secretary, apprenticeship committee)

Address _____
(City) (State)

27. Apprentice Work Experience Record—15 Weeks

Alphabetical symbols correspond to performance as listed in curriculum schedule.

Hours Worked on Each Class of Work

Days	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	Total Hours
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
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21																		
22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		
31																		
SUB-TOTAL																		
TOTAL																		
SCORE																		

A: WASH RACK
B: LUBE BAY
C: NC—GET READY
D: PAINT
E: LIGHT BAY
F: BODY
G: HEAVY BAY
H: PARTS
I: SERVICE WRITER
J: SERVICE MANAGER
K: HOME WORK
L: CLASS ROOM
M: CLASSES MISSED
N:
O:
P:
Q:

Classes missed in hours—subtract from daily and total columns.

SCORE: Grade for SUBJECT first and for APPLICATION second

1. Poor,
2. Fair,
3. Good,
4. Excellent

EXAMPLE: Excellent in subject and fair in application would be 4.2. 4.4 best mark possible. All subjects can be totaled at end of course for grade determination.

The above example covers the first 15 weeks.

The same system will be used for the remaining 135 weeks.

28. Apprentice Resume

NAME (Please print—last, middle, first)

M

SIGNATURE OF APPRENTICE

Present Address

Telephone Number

Previous Address

Parents Name

How long have you resided in this area?

Parents Address

Marital Status

Dependents

Wife's name and occupation

Social Security Number

In Case of Emergency Notify:

Address and Telephone Number

Place of Birth	Date of Birth	Age	Height	Weight	Color of Eyes—Hair

Trade	No. Months in Trade	Hourly Wage Rate	Total Wages Received

Physical Limitations	Time Lost in Last Year for Illness	Date of Last Physical Examination

EDUCATION

High School or Trade School (Name and Location)	Major Subject	No. Years	Grad.

Graduate School

Other (Including Military Service Schools)

What are your hobbies?

Specialized Training, if any

Remarks

29. SELF-PACING COURSE

On the next page is a sample of the Self-Pacing On-The-Job Training Record.

Utilizing this method maintains thoroughness of practice and retention of subject for slow as well as fast learners. It can be used for incentive bonus programs and individual sense of accomplishment.

In training phase one (1) the apprentice is working under guidance and continues to do so until the instructor indicates that the apprentice can proceed on his own.

In training phase two (2) the apprentice is working against two time factors. He repeatedly attempts to better his own time and finally the flat rate time. When the operation is performed successfully, without help, maintaining quality and within flat rate time, the apprentice moves on to the next operation.

Operation, description, flat rate, are entered by the supervisor of apprentices at the beginning of the apprenticeship or prior to assigning the apprentice to a new work area.

Date, repair order number, and time unit entries are made by the apprentice.

This record form is made of plastic to withstand smudges and shop wear and tear, and from this record, or from the shop's time control records, time units may be transferred to the apprentice's permanent work experience record.

30. Self-Pacing on-the-Job Training Record

NAME OF TRAINEE: TRAINING STARTED: TRAINING COMPLETED:

OPER. NO.	DESCRIPTION	FLAT RATE	TRAINING PHASE I — JOB PERFORMED UNDER GUIDANCE OF EXPERIENCED MECHANIC (ENTER REPAIR ORDER NO. AND DATE OF EACH PERFORMED JOB.)	TRAINING PHASE II — JOB PERFORMED INDEPENDENTLY (UNDER SHOP FOREMAN SUPERVISION) (ENTER REPAIR ORDER NO. AND TIME UNITS OF EACH JOB)
			R.O. / DATE	R.O. / T.U.
			R.O. / DATE	R.O. / T.U.
			R.O. / DATE	R.O. / T.U.

31. CONTINUITY OF EMPLOYMENT

When an apprentice is temporarily laid off due to business conditions, he shall be reinstated before any additional apprentices are employed. An apprentice laid off for business reasons, when reinstated, shall complete work of the period started at the time of the layoff.

This rule would also apply to any other reasonable cause such as sickness, geographic relocation or other interrupting incident. The two latter would require the authority and written permission of the employer.

32. CONSULTANTS

This means the designated representative of the registration agency. The national, State or local Bureau of Apprenticeship and Training (BAT) representative or a representative from the State apprenticeship council, may serve as consultant on special problems pertaining to the apprenticeship which affect the agencies they represent, the national or State automotive associations, or the employer subscriber.

33. ADJUSTING DIFFERENCES

In cases of misunderstanding between the employer and the apprentice concerning the training program, either party has the right and privilege of appeal to the local apprenticeship committee. Resultant decision is final.

The consultant may not participate in deliberations between the employer and apprentices in case of differences. The consultants may only be requested to provide an interpretation of any provision of the standards over which differences exist.

In those instances (definition of "STATE" as it applies to major marketing areas) where there is no local committee, the adjudicating authority shall be the State committee.

34. ACCIDENT PREVENTION AND SAFETY

Apprentices shall receive instruction on accident prevention and safe working habits during the entire term of apprenticeship. Such instruction shall be coordinated with the actual work being performed on the job, the tools and equipment being used, and included as part of the related instruction curriculum.

35. CERTIFICATE OF COMPLETION OF APPRENTICESHIP

Upon the successful completion of the apprenticeship under these standards, and the passing of a suitable examination, the apprentices shall be awarded a certificate attesting to their satisfactory completion of training and recognition as qualified journeymen. Certificates of completion are available from the registration agency for all apprentices completing their apprenticeship under registered standards.

The certificate shall bear the insignia of the U.S. Department of Labor, or that of the recognized State apprenticeship agency.

The conferring of the certificate will attest to the high standards of journeymen automotive mechanics and will carry the signatures of duly authorized representatives of the registration agency, the National Automobile Dealers Association and the Automotive Trade Association Managers.

36. MODIFICATIONS

These standards may be modified at any time it is deemed necessary to suit changing conditions. The appropriate registration agency shall be advised of any and all such modifications. Such modifications shall not alter apprenticeship agreements in effect at the time of such change without the express consent of all parties to such agreement.

37. EMPLOYEE REPRESENTATION

If a dealer's mechanics are organized in a bona fide union, cooperation of the union in conducting apprenticeship shall be sought. If there is a written agreement, it will contain a section acknowledging the apprenticeship plan. Wage rates of apprentices and number to be employed, are proper matters for collective bargaining by recognized unions.

The union representing the mechanics will be afforded an opportunity to become a signatory party to the local standards of apprenticeship, if it so desires, with the ultimate aim of producing through training, a competent technician to service the automotive product in the best interest of the American consumer.

SIGNATURE

Registered as incorporating the basic Standards of Apprenticeship recommended by the Bureau of Apprenticeship and Training, U. S. Department of Labor, Washington, D. C.

Peter Val Preda
Peter Val Preda
NADA President

DATE July 16, 1965

W. Willard Wirtz
W. Willard Wirtz
Secretary of Labor

DATE November 30, 1965

Gilbert L. Haley
Gilbert L. Haley
A.T.A.M. President

DATE November 4, 1965

Hugh C. Murphy
Hugh C. Murphy, Administrator
Bureau of Apprenticeship and Training
U. S. Department of Labor

DATE November 30, 1965

Certificates of Completion of Apprenticeship, awarded apprentices when they have completed their training, are issued by the State apprenticeship agency or the Bureau of Apprenticeship and Training in States in which no such agency is established.

SOCIAL SECURITY No.

APPRENTICESHIP AGREEMENT

Between Apprentice and Employer

(front view)

The employer and apprentice whose signatures appear below agree to these terms of apprenticeship:

The employer agrees to the nondiscriminatory selection and training of apprentices in accordance with the Equal Opportunity Standards stated in Section 30.3 of Title 29, Code of Federal Regulations, Part 30; and in accordance with the terms and conditions of the _____ (Name of Apprenticeship Standards) which are made a part of this agreement.

The apprentice agrees to apply himself diligently and faithfully to learning the trade in accordance with this agreement.

Trade _____ Term of apprenticeship _____ (Hours or Years)

Probationary period _____ Credit for previous experience _____

Term remaining _____ Date the apprenticeship begins _____

This agreement may be terminated by mutual consent of the parties, citing cause(s), with notification to the Registration Agency.

_____ (Signature of Apprentice)

_____ (Address)

_____ (Apprentice's Birth Date)

_____ (Parent or Guardian)

_____ (Name of Employer—Company)

_____ (Address)

_____ (Signature of Authorized Official)

Approved by _____, Joint Apprenticeship Committee.

Date _____ by _____ (Signature of Chairman or Secretary)

Registered by _____ (Name of Registration Agency)

Date _____ by _____ (Signature of Authorized Official)

Where a State requires the use of its own agreement form, such form may be obtained from the staff of the State apprenticeship agency or of the Bureau of Apprenticeship and Training.

(back view)

APPRENTICESHIP WAGE SCHEDULE (*Preferably in percentages*)

Periods	*Rates*	*Periods*	*Rates*	*Periods*	*Rates*
1st _____	_____	5th _____	_____	9th _____	_____
2d _____	_____	6th _____	_____	10th _____	_____
3d _____	_____	7th _____	_____	11th _____	_____
4th _____	_____	8th _____	_____	12th _____	_____

WORK SCHEDULE

Work Processes	Approximate Time

REGIONAL OFFICES

BUREAU OF APPRENTICESHIP AND TRAINING

REGION I

(Maine, N.H., Vt., Mass.. R.I., Conn.)
Room 501, 18 Oliver St.
Boston, Mass. 02110

REGION II

(N.Y., N.J., P.R., V.I.)
Room 906, 341 Ninth Ave.,
New York, N.Y. 10001

REGION III

(Pa., Del., Va., Md., W.Va., N.C.)
Room 321,
Professional Arts Bldg.,
Chambersburg, Pa. 17201

REGION IV

(S.C., Tenn., Ga., Miss., Fla., Ala.)
Room 525, 1371 Peachtree Bldg.,
17th and Peachtree St., NE.,
Atlanta, Ga. 30309

REGION V

(Ohio, Mich., Ky.)
Room 948, Engineers' Bldg.,
1365 Ontario St.,
Cleveland, Ohio 44114

REGION VI

(Ill., Ind., Wis., Minn.)
Room 858, Federal Office Bldg.,
219 So. Dearborn St.,
Chicago, Ill. 60604

REGION VII

(Mo., Kans., Nebr., Iowa, N. Dak., S. Dak.)
Room 2811, Federal Office Bldg.,
911 Walnut St.,
Kansas City, Mo. 64106

REGION VIII

(La., Tex., N. Mex., Okla., Ark.)
Room 312, 411 N. Akard
Dallas, Tex. 75201

REGION IX

(Utah, Wyo., Colo. Mont.)
Room 832, Equitable Bldg.,
730 17th St.,
Denver, Colo. 80202

REGION X

(Ariz., Nev., Hawaii, Calif.)
Room 10451, 450 Golden Gate Ave.,
P.O. Box 36017,
San Francisco, Calif. 94102

REGION XI

(Alaska, Wash., Idaho; Oreg.)
Room 1809, Smith Tower,
506 Second Ave.,
Seattle, Wash. 98104

STATE AND TERRITORIAL APPRENTICESHIP AGENCIES

Arizona Apprenticeship Council,
1623–B West Adams,
Phoenix, Ariz.*

Division of Apprenticeship Standards,
Department of Industrial Relations,
San Francisco, Calif.*

Colorado Apprenticeship Council
%Industrial Commission
748 State Capital Annex
Denver, Colo.*

Apprentice Training Division,
Department of Labor,
Wethersfield, Conn.*

Delaware State Apprenticeship and Training Council,
Department of Labor and Industry,
Wilmington, Del.*

District of Columbia Apprenticeship Council,
1[illegible]5 19th St. N.W.
Washington, D.C.*

Department of Apprenticeship,
Florida Industrial Commission,
Tallahassee, Fla.*

Apprenticeship Division,
Department of Labor and Industrial Relations,
Honolulu, Hawaii*

Kansas Apprenticeship Council,
Department of Labor,
Topeka, Kans.

Kentucky State Apprenticeship Council,
Department of Industrial Relations,
Frankfort, Ky.*

Apprenticeship Division,
Department of Labor,
Baton Rouge, La.*

Maine Apprenticeship Council,
Department of Labor and Industry,
State Office Bldg.,
Augusta, Maine*

Division of Apprenticeship Training,
Department of Labor and Industries,
Boston, Mass.*

Division of Voluntary Apprenticeship,
Department of Labor and Industry,
St. Paul, Minn.*

Montana State Apprentice Council,
Department of Labor and Industry,
Helena, Mont.*

Nevada Apprenticeship Council,
Department of Labor,
Carson City, Nev.*

New Hampshire Apprenticeship Council,
Department of Labor,
Concord, N.H.*

New Mexico Apprenticeship Council,
Labor and Industrial Commission,
Santa Fe, N. Mex.*

New York State [illegible]pprenticeship Council
Department of Labor,
Albany, N.Y.*

Division of Apprenticeship Training,
Department of Labor,
Raleigh, N.C.*

Ohio State Apprenticeship Council,
Department of Industrial Relations,
Columbus, Ohio*

Oregon Apprenticeship Council,
Bureau of Labor,
Portland, Oreg.*

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*State apprenticeship law enacted.

Pennsylvania Apprenticeship Council,
Department of Labor and Industry,
Harrisburg, Pa.

Apprenticeship Division,
Insular Department of Labor,
San Juan 8, P.R.*

Rhode Island Apprenticeship Council,
Providence Public Library,
Providence, R.I.

Utah Apprenticeship Council,
Industrial Commission,
Salt Lake City, Utah*

Vermont Apprenticeship Council,
Department of Industrial Relations,
Montpelier, Vt.*

Division of Apprenticeship Training,
Department of Labor and Industry,
Richmond, Va.*

Washington Apprenticeship Council,
Department of Labor and Industries,
Olympia, Wash.*

Apprenticeship Division,
Wisconsin Industrial Commission,
Madison, Wis.*

Virgin Islands Apprenticeship Council,
Department of Agriculture and Labor,
Christiansted, St. Croix, V.I.*

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